ST/AI/218/Rev.16

UNITED NATIONS

# NUMERICAL INDEX

# TO

# ADMINISTRATIVE ISSUANCES

November 1994

## INTRODUCTION

1. The present numerical index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject-matter, all issuances at United Nations Headquarters which are current as of 31 October 1994. This publication is issued annually, together with a subject index, under the symbol ST/AI/218/-.

2. Each issue comprises the following three sections:

(a) ST/SGB/- series. These bulletins establish Financial Rules, Staff Rules, the organizational structure of the Secretariat and other important decisions of policy. They are issued in the name of the Secretary-General and remain in effect from a given date until specifically superseded or amended;

(b) ST/AI/- series. These instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically superseded or amended;

(c) ST/IC/- series. These circulars deal with matters of general but one-time interest, matters of general interest for a specific period, informational material or requests for staff cooperation.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in section A does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided on the following page and returning it to Administrative Issuances, Department of Administration and Management, at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to Administrative Issuances, Department of Administration and Management, room A-6030, United Nations, New York, NY 10017.

**NUMERICAL AND SUBJECT INDICES**
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## NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

### A. SECRETARY-GENERAL'S BULLETIN (SERIES ST/SGB/-)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Financial Rules/1/ Rev.3 (1985) | 3/1985 | Financial Regulations and Rules of the United Nations (series 100) | Annex: Additional terms of reference governing the audit of the United Nations |
| ST/SGB/ Financial Rules/2 | 9/12/75 | Financial Rules of the Fund of the United Nations Environment Programme | |
| ST/SGB/Staff Regulations/ Rev.22 | 29/7/93 | Staff Regulations | |
| Rev.22/Amend.1 | 1/1/94 | | |
| ST/SGB/Staff Rules/Appendix D/ Rev.1 | 1/1/66 | Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations | See also ST/AI/120/Rev.2 |
| Rev.1/Amend.1 | 8/1/76 | | |
| ST/SGB/Staff Rules/1/Rev.7 | 26/2/90 | Staff Rules | Rules 101.1 to 112.8 |
| Rev.7/Corr.1 | 2/7/90 | | |
| Rev.7/Amend.1 | 31/10/90 | | |
| Rev.7/Amend.2 | 25/7/91 | | |
| Rev.7/Amend.3 | 1/1/93 | | |
| Rev.7/Amend.4 | 1/1/94 | | |
| ST/SGB/Staff Rules/2/Rev.7 | 25/5/90 | Staff Rules applicable to technical assistance project personnel | Rules 200.1 to 212.7 |
| Rev.7/Corr.1 (English only) | 3/8/90 | | |
| Rev.7/Amend.1 | 20/11/91 | | |
| Rev.7/Amend.2 | 1/1/93 | | |
| ST/SGB/Staff Rules/3/Rev.5 | 1/1/94 | Staff Rules governing conference and other short-term service | Rules 301.1 to 312.6 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/UNEF/2/ Rev.2 | 30/12/60 | Financial Rules for the Special Account for the United Nations Emergency Force | |
| ST/SGB/UNFICYP/1 | 25/4/64 | Regulations for the United Nations Force in Cyprus | |
| ST/SGB/UNHHSF/ Financial Rules/3 (1978) | 1/78 | Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100) | |
| ST/SGB/UNIDF/ Financial Rules/4 (1982) | 19/11/82 | Special annex for the United Nations Industrial Development Fund (series 400) to the Financial Regulations and Rules of the United Nations (series 100) | |
| ST/SGB/PPBME Rules/1 (1987) | 3/87 | Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation | |
| ST/SGB/ Organization* | 6/89 | Organization Manual of the Secretariat - Contents/ Introduction | Supersedes ST/SGB/ Organization, sects. A and B. See also ST/SGB/150/Rev.1, ST/SGB/170 and Add.1, ST/SGB/248, ST/SGB/257, ST/SGB/264, ST/SGB/271 and ST/SGB/273; ST/AI/239 and ST/AI/346; ST/ADM/SER.A/1778 |

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* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ Organization Section: | | | |
| C/Rev.1 | 1/12/80 | Executive Office of the Secretary-General | See also ST/SGB/249 |
| CHR | 21/7/93 | Centre for Human Rights | Supersedes ST/SGB/ Organization, sect. S/Amend.2 and Add.1/Amend.1 and ST/SGB/194. See also ST/SGB/258 |
| CHR/Corr.1 | 16/8/93 | | |
| D/Rev.1 | 9/76 | Office of the Under-Secretaries-General for Special Political Affairs | See also ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| DAM/FOD | 3/12/92 | Field Operations Division | Supersedes ST/SGB/185. See also ST/SGB/264 |
| DDA | 2/8/88 | Department for Disarmament Affairs | Supersedes ST/SGB/ Organization, sect. AA. See also ST/SGB/199, ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| DPI/Rev.1 | 21/10/93 | Department of Public Information | See also ST/SGB/187, ST/SGB/257 and ST/SGB/258 |
| ESCWA/Rev.1 | 6/10/94 | Secretariat of the Economic and Social Commission for Western Asia | See also ST/SGB/258 |
| F/Rev.3 | 1/12/80 | Office of the Under-Secretary-General for Political and General Assembly Affairs | See also ST/SGB/195, ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| I | 1/74 | Department of Political and Security Council Affairs | See also ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| I/Amend.1 | 7/8/74 | | |
| I/Amend.2 | 27/1/75 | | |
| I/Amend.3/Rev.1 | 1/12/80 | | |

| Symbol | Date issued | Subject | Remarks |
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| ST/SGB/ Organization Section: | | | |
| K(I)/Rev.1 | 11/7/83 | Secretariat of the Economic Commission for Europe | See also ST/SGB/265 |
| K(II) | 10/75 | Secretariat of the Economic and Social Commission for Asia and the Pacific | See also ST/SGB/249 |
| K(III) | 3/76 | Secretariat of the Economic Commission for Latin America | Renamed Economic Commission for Latin America and the Caribbean. See also ST/SGB/208 |
| K(IV)/Rev.1 | 10/10/83 | Secretariat of the Economic Commission for Africa | See also ST/SGB/258 |
| L | 5/76 | Secretariat of the United Nations Conference on Trade and Development | |
| N/Rev.2<br>N/Rev.2/Corr.1<br>N/Rev.2/Amend.1 | 29/2/84<br>4/4/84<br>23/7/84 | Office of the United Nations Disaster Relief Coordinator | See also ST/SGB/248, ST/SGB/249 and ST/SGB/251 |
| O/Rev.1 | 8/77 | Secretariat of the United Nations Environment Programme | See also ST/SGB/258 |
| OLA | 17/10/89 | Office of Legal Affairs | Supersedes ST/SGB/Organization, section. H/Rev.2. See also ST/SGB/248 |
| ORCI | 3/10/88 | Office for Research and the Collection of Information | See also ST/SGB/225; ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| P<br>P/Corr.1 | 3/76<br>9/76 | Department of Administration and Management | See also ST/SGB/248, ST/SGB/258, ST/SGB/264, ST/SGB/270, ST/SGB/271 and ST/SGB/273 |

| Symbol | Date issued | Subject | Remarks |
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| ST/SGB/ Organization Section: | | | |
| P(I) | 4/76 | Office of Financial Services | See also ST/SGB/196/Rev.1, ST/SGB/211, ST/SGB/223, ST/SGB/270, ST/SGB/271 and ST/SGB/273 |
| P(I)/Corr.1 | 9/76 | | |
| P(II) | 6/75 | Office of Personnel Services | See also ST/SGB/224 and ST/SGB/271 |
| P(III) | 1/74 | Office of General Services | See also ST/SGB/182, ST/SGB/191, ST/SGB/241 and ST/SGB/271 |
| P(III)/Amend.2 | 9/4/76 | | |
| P(III)/Amend.3 | 24/6/76 | | |
| P(IV)/Rev.1 | 29/3/77 | Administrative Management Service | See also ST/SGB/100, ST/SGB/138, ST/SGB/155 and ST/SGB/273; ST/AI/226 and Amends.1-2 and ST/AI/261 |
| P(V)/Rev.1 | 18/12/81 | Internal Audit Division | See also ST/SGB/273 |
| P(V)/Rev.1/ Corr.1 | 30/3/82 | | |
| P(VI) | 3/76 | Electronic Data Processing and Information Systems Service | See also ST/SGB/170, annex |
| Q/Rev.2 | 1/5/83 | Department of Conference Services | See also ST/SGB/248, ST/SGB/257 and ST/SGB/271 |
| Q/Rev.2/Corr.1 | 14/10/83 | | |
| S | 2/76 | United Nations Office at Geneva | See also ST/SGB/186, ST/SGB/189 and ST/SGB/258 |
| S/Corr.1 | 3/77 | | |
| S/Amend.1 | 26/1/77 | | |
| SPQRCDT/OCN | 24/2/89 | Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia | Supersedes ST/SGB/Organization, sect. E/Rev.1, sect. J and Amend.1 and sect. U. See also ST/SGB/248, ST/SGB/249 and ST/SGB/258 |

| Symbol | Date issued | Subject | Remarks |
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| ST/SGB/ Organization Section: | | | |
| T/Rev.2 | 26/5/83 | United Nations Centre on Transnational Corporations | See also ST/SGB/248 and ST/SGB/258 |
| UNDCP | 27/7/93 | United Nations International Drug Control Programme | See also ST/SGB/240 |
| W | 3/76 | Office of the United Nations High Commissioner for Refugees | |
| WFC | 18/10/91 | Secretariat of the World Food Council | Supersedes ST/SGB/Organization, sect. V |
| X | 5/76 | Secretariat of the Third United Nations Conference on the Law of the Sea | See also ST/SGB/248 |
| Y | 6/77 | United Nations Relief and Works Agency for Palestine Refugees in the Near East | |
| Z | 1/4/82 | United Nations Office at Vienna | See also ST/SGB/175, ST/SGB/218 and ST/SGB/249 |
| Annex I | 6/76 | Secretariat boards and committees | |
| Annex I/ Amend.2 | 4/6/82 | Claims Board | See also ST/AI/149/Rev.4; ST/IC/1991/71 and Add.1 |
| Annex I/ Amend.3 | 26/4/83 | Publications Board | Supersedes ST/SGB/Organization, Annex I/Amend.1 |
| Amend.3/ Corr.1 | 19/5/83 | | |
| Annex II | 7/77 | Units servicing inter-agency boards and committees | |
| Annex III | 7/77 | Units servicing voluntary programmes | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 100 | 14/4/54 | Issuance of Secretary-General's bulletins, administrative instructions and information circulars | See also ST/AI/218/Rev.16 and Add.1 and ST/AI/226 and Amends.1-2 |
| 103/Rev.1 | 6/80 | Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations | See also ST/AI/119 |
| 107/Rev.6 | 25/3/91 | Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations | |
| 114<br>114/Add.1 | 13/11/58<br>2/5/60 | Service with United Nations missions | See also ST/SGB/165; ST/AI/245; ST/IC/1992/26 and ST/IC/1993/23 |
| 119<br>119/Amend.1 | 30/7/59<br>10/63 | Regulations for the United Nations medal | |
| 125/Rev.1<br>125/Rev.1/ Amend.1<br>125/Rev.2 (Spanish only) | 21/5/63<br>31/12/63<br>27/2/64 | Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |
| 126<br>126/Amend.1 | 1/8/63<br>15/6/73 | United Nations Research Institute for Social Development | |
| 127<br>127/Amend.1 | 23/9/63<br>29/4/74 | Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules | |

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| ST/SGB/ | | | |
| 129 | 31/12/64 | African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures | |
| 132 | 1/67 | United Nations Flag Code and Regulations | |
| 134 | 8/8/67 | United Nations Social Defence Research Institute | |
| 135 | 26/12/69 | Access to League of Nations archives | |
| 136 | 1/2/71 | Preservation and disposition of gifts and historical items | See also ST/AI/267 and ST/AI/380 |
| 138 | 22/3/71 | Implementation and follow-up of the recommendations resulting from the manpower utilization surveys | See also ST/ADM/SER.A/1336 |
| 144 | 28/12/73 | In-service training and career development for Secretariat staff | |
| 144/Rev.1 (French only) | 28/12/73 | | |
| 150/Rev.1 | 1/6/77 | Changes in the functions and organization of Secretariat units | See also ST/AI/346 |
| 151 | 7/1/76 | Administration of the Staff Regulations and the Staff Rules | See also ST/AI/234/Rev.1 and Amend.1 |
| 152 | 4/3/76 | Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters | |
| 153 | 7/10/76 | Transfer of the United Nations Sahelian Office to the United Nations Development Programme | |

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| ST/SGB/ 154 | 8/3/77 | Equality of men and women in the Secretariat | See also ST/SGB/253; ST/AI/379; ST/IC/1992/67 |
| 155 | 6/4/77 | Management improvement programme in the Secretariat | See also ST/AI/261 |
| 156 | 21/6/77 | Documentation for the Fifth Committee | |
| 160 | 13/10/77 | Planning, preparation and servicing of special conferences | See also ST/AI/249/Rev.3 and Amend.2 and ST/AI/342 |
| 161 | 23/3/78 | Establishment of the Department of International Economic and Social Affairs | See also ST/SGB/223, ST/SGB/248 and ST/SGB/258 |
| 162 | 23/3/78 | Establishment of the Department of Technical Cooperation for Development | See also ST/SGB/178, ST/SGB/248 and ST/SGB/258 |
| 163 | 23/3/78 | Establishment of the Office of Secretariat Services for Economic and Social Matters | See also ST/SGB/248 and ST/SGB/258 |
| 164 | 22/11/82 | Establishment of the Administrative Review Unit | |
| 165 | 24/4/78 | Transfer and assignment | See also ST/SGB/114 and Add.1; ST/AI/245; ST/IC/1992/26 |
| 166 | 18/5/78 | Establishment of a career development system | See also ST/SGB/267; ST/AI/277, ST/AI/301 and Add.1, ST/AI/358 and Amend.1 and ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1 |
| 168 | 12/10/78 | Establishment of the United Nations Centre for Human Settlements (Habitat) | |

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| ST/SGB/ | | | |
| 170 | 29/12/78 | Organizational nomenclature in the Secretariat | |
| 170/Add.1 | 30/6/80 | | |
| 171 | 14/2/79 | Reimbursement of taxes imposed on partial lump-sum withdrawals from the Joint Staff Pension Fund | |
| 172 | 19/4/79 | Staff-management relations: decentralization of consultation procedure | See also ST/SGB/274 |
| 173 | 29/8/79 | Competitive examinations for promotion to the Professional category of staff members from other categories | See also ST/AI/360/Rev.1 and Corr.1 (English only); ST/AI/396 and Add.1-2 |
| 175 | 28/4/80 | United Nations Office at Vienna | See also ST/SGB/Organization, sect. Z, ST/SGB/218 and ST/SGB/249 |
| 176/Rev.2 | 4/4/91 | Staff-Management Coordination Committee | |
| 177 | 19/11/82 | Policies for obtaining the services of individuals on behalf of the Organization | See also ST/AI/295, ST/AI/296, ST/AI/297 and ST/AI/327 |
| 178 | 30/6/80 | Department of Technical Cooperation for Development | See also ST/SGB/162, ST/SGB/248 and ST/SGB/258 |
| 179 | 11/12/80 | Standards of conduct | See also ST/ADM/SER.A/277; ST/IC/82/13 and ST/IC/89/2 |
| 182 | 5/1/81 | Office of General Services | See also ST/SGB/Organization, sect. P(III) and Amends.2-3, ST/SGB/191, ST/SGB/241 and ST/SGB/271 |

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| 184 | 12/1/82 | Documentation for meetings | |
| 184/Add.1 | 24/2/82 | | |
| 186 | 22/2/82 | Reorganization of the administrative services in the United Nations Office at Geneva | See also ST/SGB/Organization, sect. S and Corr.1 and Amend.1 |
| 187 | 26/2/82 | Transfer of the Centres Administrative Unit from the Office of General Services to the Department of Public Information | See also ST/SGB/Organization, sect. DPI/Rev.1 |
| 188 | 1/3/82 | Establishment and management of trust funds | See also ST/AI/284, ST/AI/285 and ST/AI/286 |
| 189 | 1/4/82 | Reorganization of the Conference Services Division of the United Nations Office at Geneva | See also ST/SGB/Organization, sect. S and Corr.1 and Amend.1 |
| 191 | 10/5/82 | Office of General Services | See also ST/SGB/Organization, sect. P(III) and Amends. 2-3, ST/SGB/182, ST/SGB/241 and ST/SGB/271 |
| 192 | 16/6/82 | United Nations garage | See also ST/AI/349; ST/IC/85/65, ST/IC/86/14 and Add.1, ST/IC/86/49 (para. 2) and ST/IC/1994/4 |
| 195 | 11/8/82 | Redesignation of the Special Unit on Palestinian Rights | See also ST/SGB/Organization, section F/Rev.3 and ST/SGB/248 |
| 196/Rev.1 | 20/3/85 | Establishment of a Central Monitoring Unit | See also ST/SGB/223 and ST/SGB/273 |

| Symbol | Date issued | Subject | Remarks |
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| ST/SGB/ 197 | 1/12/82 | United Nations Centre on Transnational Corporations | See also ST/SGB/Organization, sect. T/Rev.2, ST/SGB/248 and ST/SGB/258 |
| 198 | 10/12/82 | Security, safety and independance of the international civil service | See also ST/AI/299 |
| 199 | 17/12/82 | Transformation of the Centre for Disarmament into the Department for Disarmament Affairs | See also ST/SGB/Organization, sect. DDA and ST/SGB/248 |
| 200/Rev.1 | 1/10/92 | Joint Advisory Committee at Headquarters | See also ST/IC/1994/37 |
| 201 | 8/7/83 | Use of working languages of the Secretariat | See also ST/SGB/212 |
| 202 | 15/9/83 | Conduct of staff members in relation to the General Assembly | |
| 205 | 14/6/84 | Regional Commissions Liaison Office | |
| 207/Rev.1 | 16/12/87 | Official United Nations travel to and representation at conferences and meetings | See also ST/AI/133 and ST/AI/319 |
| 208 | 13/12/84 | Economic Commission for Latin America and the Caribbean | See also ST/SGB/Organization, sect. K(III) |
| 209 | 21/12/84 | Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat | |
| 210 | 22/1/85 | National competitive examinations | |
| 211 | 20/3/85 | Establishment of a Central Evaluation Unit | See also ST/SGB/223 and ST/SGB/273 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 212 | 24/9/85 | Use of working languages of the Secretariat | See also ST/SGB/201 |
| 213/Rev.1 | 30/4/91 | Designation of staff members performing significant functions in financial management, personnel management and general administration | |
| 214 | 17/1/86 | International Research and Training Institute for the Advancement of Women | |
| 215 | 17/1/86 | Financial situation of the Organization | See also ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68 |
| 216 | 7/3/86 | Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252 |
| 216/Add.1 | 27/3/89 | | |
| 216/Add.2 | 30/4/91 | | |
| 216/Add.3 | 23/3/92 | | |
| 216/Add.4 | 11/6/93 | | |
| 217 | 20/3/86 | Financial situation of the Organization | See also ST/SGB/215 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68 |
| 218 | 26/3/86 | Conversion of the United Nations Industrial Development Organization to specialized agency status and consequent effect on the United Nations Office at Vienna | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 220 | 15/10/86 | First report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252 |
| 222 | 22/12/86 | Financial situation of the Organization | See also ST/SGB/215 and ST/SGB/217; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68 |
| 223 | 13/2/87 | Office for Programme Planning, Budgeting, Monitoring and Evaluation | See also ST/SGB/270, ST/SGB/271 and ST/SGB/273 |
| 224 | 13/2/87 | Office of Human Resources management | See also ST/SGB/271 |
| 225 | 1/3/87 | Office for Research and the Collection of Information | See also ST/SGB/Organization, sect. ORCI, ST/SGB/248, ST/SGB/249 and ST/SGB/258 |
| 226 | 11/5/87 | Second report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252 |
| 227 | 2/11/87 | Third report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See above |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 229 | 16/11/88 | Fourth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/232, ST/SGB/237 and ST/SGB/252 |
| 230 | 8/3/89 | Resolution of tort claims | |
| 231 | 20/6/89 | Establishment of a Senior Advisory Board on Services to the Public | |
| 232 | 28/11/89 | Interim report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/237 and ST/SGB/252 |
| 233 | 4/1/90 | Establishment of a Senior Planning and Monitoring Group for Peace-keeping Operations | |
| 237 | 18/3/91 | Fifth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232 and ST/SGB/252 |
| 240 | 26/6/91 | United Nations International Drug Control Programme | See also ST/SGB/Organization, sect. UNDCP; ST/AI/388 |
| 241 | 26/6/91 | Organization of the Secretariat: Office of General Services | See also ST/SGB/Organization, section. P(III) and Amends. 2-3, ST/SGB/182, ST/SGB/191 and ST/SGB/271 |

| Symbol | Date issued | Subject | Remarks |
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| ST/SGB/ 242 | 26/6/91 | United Nations archives and records management | See also ST/AI/326 and Corr.1 |
| 245 | 5/12/91 | Technological Innovations Board | Supersedes ST/SGB/219 and Corr.1 and Add.1-3. See also ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361; and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/57, ST/IC/1992/14, ST/IC/1992/50 and ST/IC/1994/23 |
| 247 | 6/2/92 | Temporary suspension of recruitment | |
| 248 | 16/3/92 | Restructuring of the United Nations Secretariat | See also ST/SGB/150/Rev.1, ST/SGB/249, ST/SGB/258, ST/SGB/264, ST/SGB/271 and ST/SGB/273; ST/AI/346 |
| 249 | 16/3/92 | Changes in the top echelon | See also ST/SGB/248, ST/SGB/258, ST/SGB/265 and ST/SGB/271 |
| 251 | 22/7/92 | Establishment and operation of the Central Emergency Revolving Fund | |
| 252 | 20/10/92 | Sixth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat | See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229 and ST/SGB/232; ST/AI/382 |
| 253 | 29/10/92 | Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment | See also ST/AI/379; ST/IC/1992/67 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 257 | 26/1/93 | Organization of the Secretariat: Department of Public Information | See also ST/SGB/Organization, sect. DPI/Rev.1 |
| 258 | 11/3/93 | Changes in the top echelon | See also ST/SGB/249, ST/SGB/265 and ST/SGB/271 |
| 259 | 2/7/93 | Wearing of grounds passes | See also ST/AI/333 and ST/AI/387; ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1 |
| 264 | 13/9/93 | Organization of the Secretariat: Department of Peace-keeping Operations | See also ST/SGB/248 and ST/SGB/258 |
| 265 | 28/10/93 | Changes in the top echelon | See also ST/SGB/249; ST/SGB/258 and ST/SGB/271 |
| 266 | 5/11/93 | Senior Review Group for the filling of posts at the Director (D-2) and higher levels | See also ST/AI/392 |
| 267 | 15/11/93 | Placement and promotion | See also ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1 |
| 268 | 23/11/93 | Office for Inspections and Investigations | Superseded by ST/SGB/273 |
| 269 | 10/1/94 | Secure telecommunications equipment | |
| 270 | 14/1/94 | Advisory Panel on Management and Finance | See also ST/SGB/223 |
| 271 | 5/8/94 | Reorganization of the Department of Administration and Management | See also ST/SGB/Organization, sect. P and Corr.1 |
| 272 | 9/8/94 | Security of information | See also ST/AI/341; ST/IC/81/38 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/SGB/ 273 | 7/9/94 | Establishment of the Office of Internal Oversight Services | See also ST/AI/397 |
| 274 | 28/9/94 | Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level | See also ST/SGB/172 |

## B. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/-)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ 52 | 25/6/48 | Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.) | |
| 67/Rev.6 | 30/7/79 | Procedure for sale of copies of United Nations recordings | |
| 82 | 16/8/50 | Authority for mailing official United Nations publications, supplies and equipment | See also ST/AI/189/Add.19 and ST/AI/271 |
| 97/Rev.2 | 26/2/81 | Control of United Nations property covered by personal property receipts | See also ST/AI/374; ST/IC/1993/21 |
| 104 | 23/8/54 | Solicitation of voluntary contributions within the Secretariat | |
| 105 | 3/9/54 | Maintenance of personnel records cards | |
| 113 | 2/3/56 | Linguistic standards for staff of the United Nations Secretariat | |
| 118/Rev.1 | 15/1/57 | Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs | |
| 119 | 8/10/56 | Provisional rules governing compensation to members of commissions, committees or similar bodies in cases of injury or death attributable to service with the United Nations | See also ST/SGB/103/Rev.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 120/Rev.2 | 19/5/82 | Instructions with respect to reporting of work injuries, safety measures and accident prevention | See also Staff Rule 106.4 and ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1 |
| 133 | 8/4/59 | Payments of travel expenses and subsistence allowances in connection with United Nations conferences | See also ST/SGB/107/Rev.6 and ST/SGB/207/Rev.1 |
| 137 | 27/12/60 | Revised system of daily subsistence allowance | |
| 137/Amend.5 | 13/10/71 | | |
| 137/Add.1/ Rev.1 | 13/5/75 | System of daily subsistence allowance | |
| 143/Rev.26 | 29/9/83 | Assignment of staff to a duty station other than their official duty station for periods of less than one year | |
| 143/Rev.26/ Amend.8 | 22/2/93 | | |
| 143/Rev.26/ Amend.9 | 29/6/94 | | |
| 143/Rev.26/ Amend.10 | 31/10/94 | | |
| 145/Rev.1 | 18/6/70 | Use of Dag Hammarskjöld Memorial Library building | Paras. 5-6 only. See also ST/AI/335 (paras. 7-8) and ST/AI/387 |
| 149/Rev.4 | 14/4/93 | Compensation for loss of or damage to personal effects | See also ST/SGB/Organization, Annex I/Amend.2; ST/IC/1991/71 and Add.1 |
| 155/Rev.2 | 31/8/90 | Personnel payroll clearance action | |
| 155/Rev.2/ Amend.1 | 13/12/90 | | |
| 157 | 13/8/63 | Losses of cash | |
| 176/Rev.3 | 30/4/80 | Transportation of privately owned automobiles | |
| 176/Rev.3/ Amend.1 | 14/4/92 | | |
| 176/Rev.3/ Amend.2 | 13/6/94 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 181/Rev.9<br>181/Rev.9/ Amend.1 | 28/2/91<br>16/2/93 | Education grant and special education grant for disabled children | |
| 182 | 17/12/68 | Obligations of staff members | |
| 189 | 7/11/69 | Regulations for the control and limitation of documentation | |
| 189/Add.1/ Rev.2 | 1/10/90 | Initiation, approval and execution of the United Nations biennial publications programme | |
| 189/Add.2<br>189/Add.2/ Amend.1 | 15/9/71<br>30/4/75 | Covers and title pages of publications | |
| 189/Add.3/ Rev.2 | 17/12/85 | Distribution of documents, meeting records, official records and publications | See also ST/AI/82, ST/AI/271 and ST/AI/341 |
| 189/Add.4 | 22/6/71 | Principles governing the exchange of United Nations documents and publications | See also ST/AI/271 |
| 189/Add.5/ Rev.2 | 23/2/87 | Stock review and disposal: official records and publications | |
| 189/Add.6/ Rev.3 | 19/3/90 | Attribution of authorship in United Nations documents, publications and other official papers | |
| 189/Add.7 | 30/9/71 | Documentation work-load estimates | |
| 189/Add.8/ Rev.1 | 15/3/77 | Requests for documents services | |
| 189/Add.9/ Rev.1 | 26/3/85 | Copyright in United Nations publications: general principles, practice and procedure | See remarks below |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 189/Add.9/ Rev.2 | 17/9/87 | Copyright in United Nations publications: general principles, practice and procedure | Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis. See also ST/AI/189/Add.27 |
| 189/Add.9/ Rev.2/Add.2 | 25/2/92 | | |
| 189/Add.10 | 29/11/72 | Mailing of official United Nations documentation | See also ST/AI/82 and ST/AI/271 |
| 189/Add.11/ Rev.1 | 17/11/75 | Principles governing United Nations depository libraries | |
| 189/Add.11/ Rev.1/Amend.1 | 24/11/80 | | |
| 189/Add.12 | 16/2/73 | Supply to the United Nations libraries of material not available through the regular distribution channels | |
| 189/Add.13/ Rev.1 | 22/12/73 | Reissue of out-of-stock material | |
| 189/Add.14/ Rev.1 | 17/9/79 | External publishing of United Nations manuscripts | |
| 189/Add.15/ Rev.1 | 30/6/92 | Pricing of United Nations publications | |
| 189/Add.16 | 7/6/73 | Classification and declassification of documents | |
| 189/Add.17 | 24/6/75 | Criteria for the selection of material to be issued as United Nations publications | |
| 189/Add.18 | 19/1/76 | Mention of names of commercial firms in United Nations documents and publications | |
| 189/Add.19 | 19/1/76 | Newsletters | |
| 189/Add.20/ Rev.1 | 24/2/82 | Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 189/Add.21 | 15/1/79 | Use of the United Nations emblem on documents and publications | |
| 189/Add.22 | 1/6/79 | Use and disposition of papers and reports of seminars and similar ad hoc meetings | |
| 189/Add.23 | 24/2/82 | Timetable for the planning and submission of documents for sessions of United Nations organs | |
| 189/Add.24 | 11/12/84 | Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications | |
| 189/Add.25 | 23/2/87 | Guidelines for the publication of maps | |
| 189/Add.26 | 25/9/89 | Guidelines for electronic publishing | See also ST/AI/359 |
| 189/Add.27 | 8/11/90 | References and acknowledgements | See also ST/AI/189/Add.9/Rev.2 and Add.2 |
| 190/Rev.1 | 2/5/83 | Outside activities of members of the Secretariat | |
| 192/Rev.2 | 31/3/93 | Official hospitality | |
| 193/Rev.1 | 24/6/77 | Material and package passes | See also ST/AI/309/Rev.1 |
| 196 | 23/12/70 | Computation of travel subsistence allowance | |
| 196/Amend.1 | 24/11/72 | | |
| 197 | 4/1/71 | Participation of mission staff in the United Nations Joint Staff Pension Fund | |
| 202 | 4/6/71 | Headquarters Property Survey Board: case report and recommendation form | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 205 | 10/12/71 | Library services | See also ST/AI/189/Add.12 |
| 206/Rev.3 | 29/2/88 | Terminal expenses | |
| 206/Rev.3/ Amend.2 | 5/11/92 | | |
| 207 | 23/12/71 | Language proficiency of staff in the Professional category and above | |
| 209 | 5/1/72 | Pensionable remuneration on promotion to Professional category | |
| 211 | 4/4/72 | Scheduling of meetings and provision of conference services | |
| 213/Rev.1 | 18/7/84 | Retention in service and employment beyond the age of retirement | |
| 215/Rev.1 | 8/10/81 | Family visit travel | See also ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2 and Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1 |
| 218/Rev.16 | 11/94 | Numerical index to administrative issuances | See also ST/AI/226 and Amends.1-2 |
| 218/Rev.16 Add.1 | 11/94 | Subject index to administrative issuances | |
| 221/Rev.1 | 24/10/89 | Time, attendance and leave recording | |
| 221/Rev.1/ Amend.1 | 11/10/90 | | |
| 222 | 10/12/74 | Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 223 | 2/10/74 | Financial administration | |
| 224/Rev.1 | 4/5/87 | Reimbursement for travel by private motor vehicle | |
| 224/Rev.1/ Amend.20 | 17/11/93 | | Superseded by ST/AI/224/Rev.1/ Amend.21 |
| 224/Rev.1/ Amend.21 | 12/4/94 | | Superseded by ST/AI/224/Rev.1/ Amend.22 |
| 224/Rev.1 Amend.22 | 26/7/94 | | |
| 226 | 18/2/75 | Administrative issuances | See also ST/SGB/100; ST/AI/218/Rev.16 and Add.1 |
| 226/Amend.1 | 8/11/76 | | |
| 226/Amend.2 | 29/9/89 | | |
| 227 | 25/4/75 | Security of valuable articles: lost and found property | |
| 229 | 29/9/75 | Reimbursement of the cost of accompanied excess baggage | |
| 229/Add.1 | 14/2/77 | | |
| 229/Add.2 | 8/7/77 | | |
| 230/Rev.2 | 16/7/85 | Currency of payment of salaries and allowances | |
| 230/Rev.2/ Corr.1 | 5/8/85 | | |
| 230/Rev.2/ Corr.2 | 18/12/85 | | |
| 230/Rev.2/ Amend.1 | 12/10/87 | | |
| 230/Rev.2/ Amend.2 | 4/12/91 | | |
| 230/Rev.2/ Amend.2/ Corr.1 | | | |
| 231/Rev.1 | 23/1/91 | Non-reimbursable loans of personnel services from sources external to the United Nations common system | |
| 233 | 9/12/75 | Contributions from non-member States | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 234/Rev.1 | 22/3/89 | Administration of the Staff Regulations and Staff Rules | See also ST/SGB/151 |
| 234/Rev.1/ Amend.1 | 14/6/90 | | |
| 235 | 8/1/76 | Death and disability coverage for members of the Joint Inspection Unit | |
| 235/Corr.1 | 20/1/76 | | |
| 238/Rev.1 | 29/3/82 | Shipping and insurance procedures for shipments of personal effects and household goods | See also ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and ST/AI/383 |
| 239 | 5/8/76 | Organization of the Secretariat | See also ST/SGB/Organization and ST/SGB/150/Rev.1; ST/AI/346; ST/ADM/SER.A/1778 |
| 240/Rev.2 | 28/11/84 | Performance evaluation report system | |
| 241 | 8/10/76 | Changed audit emphasis by United Nations Board of Auditors | |
| 242 | 22/2/77 | Establishment of appointment and promotion committees at designated offices away from Headquarters | See also ST/SGB/151; ST/AI/234/Rev.1 and Amend.1 |
| 244 | 27/4/77 | United Nations bookshop service for staff members | |
| 245 | 11/5/77 | Outposting of staff from the established location of a department to another location | See also ST/SGB/114 and Add.1 and ST/SGB/165 |
| 248 | 7/7/77 | Reimbursement of taxi fares | |
| 248/Amend.1 | 27/6/80 | | |
| 249/Rev.3 | 29/3/89 | Standard of accommodation, travel time and rest stopovers | |
| 249/Rev.3/Amend.2 | 22/9/94 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 254 | 3/2/78 | Duty-free and tax-free entry of baggage and effects into the United States | |
| 254/Amend.1 | 21/5/86 | | |
| 254/Amend.2 | 14/3/90 | | |
| 256 | 3/2/78 | Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers | |
| 256/Add.1 | 20/12/83 | | |
| 257 | 12/5/78 | Information for United Nations travellers | See also ST/AI/381; ST/IC/1990/13 and Amend.3 and ST/IC/1991/12 |
| 259/Rev.10 | 27/2/89 | Salary differential for General Service staff in the language-typing and word-processing units, Department of Conference Services, Headquarters | |
| 259/Rev.10/ Amend.5 | 12/10/93 | | |
| 260 | 29/11/78 | Release of staff members in bad weather or other conditions | |
| 261 | 12/12/78 | Forms management programme | See also ST/SGB/155 |
| 262 | 23/4/79 | Repatriation grant | See also ST/AI/269 and ST/AI/300 |
| 264/Rev.1 | 14/6/83 | Unaccompanied shipments and insurance coverage for personal effects and household goods | See also ST/AI/238/Rev.1 and ST/AI/383 |
| 264/Rev.1/ Corr.1 | 2/12/83 | | |
| 264/Rev.1/ Amend.1 | 17/7/85 | | |
| 264/Rev.1/ Amend.1/ Corr.1 (French only) | 9/10/85 | | |
| 264/Rev.1/ Amend.2 | 5/5/92 | | |
| 265 | 16/5/79 | Overtime compensation at Headquarters | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 267 | 1/8/79 | Acceptance of remuneration from sources external to the Organization | See also ST/SGB/136; ST/AI/380 |
| 269 | 21/12/79 | Repatriation grant | See also ST/AI/262 and ST/AI/300 |
| 270/Rev.1 | 12/4/89 | Delegation of authority under the Financial Rules | See also ST/SGB/Financial Rules/1/Rev.3 (1985) and ST/SGB/213/Rev.1; ST/AI/315/Rev.1 |
| 271 | 4/2/80 | General principles and procedures governing outgoing official United Nations mail at Headquarters | See also ST/AI/82 and ST/AI/189/Add.10 |
| 273 | 4/3/80 | Employment of spouses | |
| 274<br>274/Corr.1 (English only) | 30/6/80<br>27/8/80 | Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories | |
| 275/Rev.2 | 23/11/88 | Rental subsidies and deductions for staff at duty stations outside Europe and North America | See also ST/AI/350 and Amends.1-2; ST/IC/1992/40 |
| 276 | 28/8/80 | Assignment of staff members from other categories to Professional posts and granting of special post allowance to the Professional category | |
| 277 | 10/11/80 | Classification system for Professional posts | See also ST/SGB/166; ST/IC/1993/51 |
| 278/Rev.1 | 25/5/82 | Definition of dependency status | See also ST/IC/1994/16 and Add.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 280/Rev.6 | 30/4/91 | Special entitlements for staff members serving at designated duty stations | |
| 280/Rev.6/ Amend.1 | 5/3/92 | | |
| 280/Rev.6/ Amend.1/ Corr.1 (English only) | 7/4/92 | | |
| 280/Rev.6/ Amend.1/ Corr.2 | 19/5/92 | | |
| 280/Rev.6/ Amend.2 | 10/3/93 | | |
| 280/Rev.6/ Amend.2/Add.1 | 28/4/93 | | |
| 280/Rev.6/ Amend.2/Add.2 | 17/8/93 | | |
| 280/Rev.6/ Amend.3 | 22/4/93 | | |
| 280/Rev.6/ Amend.3/Add.1 | 9/8/94 | | |
| 281/Rev.1 | 9/4/90 | External studies programme | |
| 282 | 10/12/81 | Use of United Nations premises for meetings and catering services | |
| 283 | 27/1/82 | Official holidays | See also ST/IC/1993/67 |
| 284 | 1/3/82 | General trust funds | See also ST/SGB/188 |
| 285 | 1/3/82 | Technical cooperation trust funds | See above |
| 286 | 3/3/82 | Programme support accounts | See above |
| 291/Rev.1 | 18/7/84 | Part-time employment | |
| 292 | 15/7/82 | Filing of adverse material in personnel records | See also ST/IC/82/77/Rev.1 and ST/IC/88/19 |
| 293 | 15/7/82 | Facilities to be provided to staff representatives | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 294 | 16/8/82 | Visa status of non-United States staff members serving in the United States | |
| 295 | 19/11/82 | Temporary staff and individual contractors | See also ST/SGB/177; ST/AI/296, ST/AI/297 and ST/AI/327 |
| 296 | 19/11/82 | Consultants and participants in advisory meetings | See also ST/SGB/177; ST/AI/295, ST/AI/297 and ST/AI/327 |
| 297 | 19/11/82 | Technical cooperation for personnel and operational, Executive and Administrative Services (OPAS) officers | See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/327 |
| 298 | 28/2/83 | Overtime and night differential for staff in the General Service and related categories | |
| 298/Amend.1 | 15/10/84 | | |
| 299 | 10/12/82 | Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families | See also ST/SGB/198 |
| 300 | 5/1/83 | Repatriation grant | See also ST/AI/262 and ST/AI/269 |
| 301 | 10/3/83 | Initial classification of General Service posts in New York | See also ST/SGB/166; ST/AI/332 and ST/AI/358 and Amend.1; ST/IC/1994/21 |
| 301/Add.1 | 12/7/83 | Initial classification of occupations performing security, guide and dispatch, and trade and craft work in New York | |
| 308/Rev.1 | 25/11/83 | Establishment of Panels on Discrimination and Other Grievances | See also ST/IC/88/10, ST/IC/1992/35 and ST/IC/1993/8 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 309/Rev.1 | 17/2/84 | Authority of United Nations security officers | See also ST/SGB/259; ST/AI/193/Rev.1 and ST/AI/387 |
| 310 | 20/9/83 | Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours | See also ST/AI/387 |
| 314 | 27/1/84 | Non-resident's allowance | See also ST/AI/275/Rev.2 and ST/AI/350 and Amends.1-2; ST/IC/1992/40 |
| 314/Add.1 | 16/1/85 | | |
| 315/Rev.1 | 28/2/92 | Delegation of financial authority to the International Trade Centre | |
| 316 | 6/3/84 | Granting of status of staff members to full-time language teachers | |
| 317 | 5/6/84 | Reimbursement of costs of basic medical examinations for family members | |
| 317/Amend.7 | 22/4/94 | | |
| 319 | 12/9/84 | Control of travel on official business | See also ST/SGB/207/Rev.1 |
| 320 | 14/9/84 | Staff incentive programme | See also ST/IC/85/39 |
| 320/Add.1 | 1/11/84 | | |
| 320/Add.1/ Corr.1 (English only) | 8/11/84 | | |
| 320/Add.1/ Corr.2 | 18/12/84 | | |
| 322 | 25/9/84 | Excess property | |
| 323 | 27/9/84 | Reduction in energy consumption | See also ST/IC/89/34 |
| 326 | 28/12/84 | United Nations archives | See also ST/SGB/242 |
| 326/Corr.1 | 17/1/85 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 327 | 23/1/85 | Institutional or corporate contractors | See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/297 |
| 329 | 17/6/85 | Requisition for equipment supplies or services (form PT.72) | |
| 330 | 11/7/85 | Revised telegraph form | |
| 332 | 7/11/85 | Classification standards for security jobs at Headquarters | See also ST/AI/301 and Add.1 and ST/AI/358 and Amend.1; ST/IC/1994/21 |
| 333 | 29/11/85 | Personal identification cards: Headquarters | See also ST/SGB/259; ST/AI/387; ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1 |
| 334 | 21/5/86 | Test for basic word-processing qualifications | |
| 335 | 11/7/86 | Use of United Nations premises for meetings, conferences and public events | See also ST/AI/145/Rev.1 and ST/AI/387 |
| 336 | 15/9/86 | Report of the Group of High-level Intergovernmental Experts and related decisions of the General Assembly | See also ST/IC/86/43 and ST/IC/87/63 |
| 337 | 15/10/86 | Policy on the provision and use of official cars | |
| 339 | 3/4/87 | Acquisition, replacement and maintenance of office automation equipment | See also ST/SGB/245; ST/AI/345, ST/AI/347, ST/AI/355 and ST/AI/386; ST/IC/1991/57 |
| 341 | 19/3/87 | Confidentiality of mailing lists and registers | See also ST/SGB/272; ST/IC/81/38 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 342 | 8/5/87 | Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 | See also ST/SGB/160; ST/AI/249/Rev.3 and Amend.2 |
| 343 | 31/7/87 | Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters | See also ST/IC/87/33 |
| 344 | 3/8/87 | Classification system for Field Service category posts | See also ST/AI/277 |
| 345 | 20/10/87 | Establishment and operation of Technological Innovations Committees at regional commissions and other locations away from Headquarters | See also ST/SGB/245; ST/AI/339, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4 and ST/IC/1992/14 |
| 346 | 5/11/87 | Restructuring of Secretariat departments and offices | General guidelines. See also ST/SGB/150/Rev.1. |
| 347 | 9/3/88 | Policies and procedures for office automation standardization | See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386 |
| 349 | 22/4/88 | United Nations garage | See also ST/SGB/192; ST/IC/85/65, ST/IC/86/14 and Add.1, ST/IC/86/49 (para. 2) and ST/IC/1994/4 |
| 350<br>350/Amend.1<br>350/Amend.2 | 27/4/88<br>31/1/91<br>6/2/92 | Rental subsidies and deductions for staff at duty stations in Europe and North America | See also ST/AI/275/Rev.2; ST/IC/1992/40 |
| 351 | 25/5/88 | Assistance and representation by counsel in disciplinary and appeal cases | See also ST/IC/88/11 and ST/IC/1991/35 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 352 | 28/6/88 | Certifying and approving officers | |
| 352/Add.2/ Rev.1 | 18/3/91 | List of certifying officers for the biennium 1990-1991 | |
| 354 | 27/7/88 | Request for rectification of date of birth or of other personal data | |
| 355 | 7/9/88 | Guidelines for the acquisition, use and support of microcomputers in the United Nations | See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/18, ST/IC/1991/57, ST/IC/1992/14 and ST/IC/1992/50 |
| 356<br>356/Add.1 | 4/5/89<br>8/10/91 | Implementation of the initial General Service classification exercise at Addis Ababa | |
| 358<br>358/Amend.1 | 31/7/89<br>21/4/94 | Procedures for appeal of classification decisions for posts in the General Service and related categories in New York | See also ST/SGB/301 and Add.1; ST/IC/1994/21 |
| 359 | 12/12/89 | Standards for desktop publishing hardware and software | See also ST/AI/189/Add.26 and ST/AI/347 |
| 360/Rev.1<br>360/Rev.1/Corr.1 (English only) | 15/11/93<br>8/12/93 | Movement of staff from the Field Service category to the Professional category | See also ST/SGB/173; ST/AI/396 and Add.1-2 |
| 361 | 29/3/90 | Standard for word-processing software for microcomputers | See also ST/AI/347 |
| 363<br>363/Corr.1<br>363/Add.1<br>363/Add.2 | 1/8/90<br>17/8/90<br>7/11/90<br>8/3/91 | Mobility and hardship allowance | See also ST/IC/1990/37 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 364 | 1/8/90 | Assignment grant | |
| 364/Corr.1 (French only) | 27/8/90 | | |
| 364/Add.1 | 7/11/90 | | |
| 364/Add.2 | 8/3/91 | | |
| 365 | 13/8/90 | Implementation of changes to salary policy in promotions | |
| 365/Corr.1 | 24/9/90 | | |
| 366 | 28/9/90 | Dependancy allowance or benefit for disabled children | |
| 366/Amend.1 | 20/1/93 | | |
| 367 | 15/10/90 | Home leave: change of place of home leave and change of country of home leave | |
| 368 | 10/1/91 | Instructions governing United Nations diplomatic pouch service | See also ST/IC/1993/36 |
| 369 | 30/4/91 | Classification of posts in the General Service and related categories in small and medium-sized duty stations | |
| 369/Amend.1 | 22/10/91 | | |
| 371 | 2/8/91 | Revised disciplinary measures and procedures | See also ST/IC/88/10 and ST/IC/1992/65 |
| 372 | 25/9/91 | Employee assistance in cases of alcohol/substance abuse | |
| 374 | 16/1/92 | Property records and inventory control under revised definition of non-expendable property | See also ST/AI/97/Rev.2; ST/IC/1993/21 |
| 376 | 1/6/92 | United Nations Exhibits Committee guidelines | See also ST/AFS/SER.A/179 |
| 377 | 15/9/92 | Implementation of the initial classification of posts in the General Service and related categories in the Economic and Social Commission for Western Asia | |
| 377/Add.1 | 18/11/93 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 378 | 22/10/92 | Delegation of authority for the classification of posts in the General Service and related categories at Vienna | |
| 379 | 29/10/92 | Procedures for dealing with sexual harassment | See also ST/SGB/253; ST/IC/1992/67 |
| 380 | 23/12/92 | Acceptance of payments from Governments to supplement United Nations emoluments | See also ST/SGB/136; ST/AI/267 |
| 381 | 24/12/92 | Travel advances | See also ST/AI/257; ST/IC/84/65 |
| 382 | 3/3/93 | Special measures to improve the status of women in the Secretariat | See also ST/SGB/252 |
| 383 | 8/6/93 | Split shipments of personal effects and household goods | See also ST/AI/238/Rev.1 and ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) |
| 384/Add.3 | 17/12/93 | 1993 competitive examination for promotion to the Professional category of staff members from other categories | Superseded by ST/AI/396/Add.2 |
| 386 | 23/8/93 | Electronic mail policies and standards | See also ST/AI/347 |
| 387 | 10/9/93 | Security arrangements for admission to United Nations Headquarters | See also ST/SGB/259; ST/AI/309/Rev.1; ST/IC/84/91, ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1 |
| 388 | 14/9/93 | Personnel arrangements for the United Nations International Drug Control Programme (UNDCP) | See also ST/SGB/Organization, sect. UNDCP; ST/SGB/240 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AI/ | | | |
| 389 | 13/10/93 | Implementation of the initial General Service classification exercise and the maintenance of the classification system at Nairobi | |
| 390 | 15/11/93 | Placement and promotion | See also ST/SGB/267; ST/IC/1993/66 and Corr.1-2 and Add.1 |
| 390/Corr.1 | 2/2/94 | | |
| 391 | 21/1/94 | Maternity leave | |
| 392 | 27/1/94 | Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels | See also ST/SGB/266 |
| 393 | 12/4/94 | Separation for abandonment of post | |
| 394 | 19/5/94 | After-service health insurance | |
| 395 | 2/6/94 | Appointments of limited duration | |
| 396 | 29/6/94 | 1994 competitive examination for promotion to the Professional category of staff members from other categories | See also ST/SGB/173 |
| 396/Add.1 | 13/7/94 | | |
| 396/Add.2 | 31/10/94 | | |
| 397 | 7/9/94 | Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery | See also ST/SGB/273 |
| 398 | 19/9/94 | Implementation of the initial General Service classification exercise and the maintenance of the classification system at Bangkok | |

## C. INFORMATION CIRCULARS
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC--)

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/AFS/SER.A/ 179 | 18/11/52 | United Nations Committee on Exhibitions | See also ST/AI/376 |
| ST/ADM/SER.A/ 277 | 8/10/54 | Standards of conduct in the international civil service | See also ST/SGB/179; ST/IC/82/13 and ST/IC/89/2 |
| 1214 | 19/12/67 | Document copying and duplicating facilities: need for economy in expenditure | |
| 1303 | 24/1/69 | Staff conduct at meetings | |
| 1312 | 7/3/69 | Observance of time-limits under the Staff Rules | |
| 1315 | 14/3/69 | Designation, change or revocation of beneficiary | |
| 1336 | 10/6/69 | The establishment of a new Administrative Management Service and the carrying out of a manpower survey of the Secretariat | See also ST/SGB/Organization, sect. P(IV)/Rev.1, ST/SGB/138 and ST/SGB/155 |
| 1459 | 1/10/70 | Personal insurance assistance progamme | |
| 1636 | 12/9/72 | Use of cable communications | See also ST/IC/86/61 |
| 1778 | 24/5/74 | Organization of the Secretariat | See also ST/SGB/Organization and ST/SGB/150/Rev.1; ST/AI/239 and ST/AI/346 |
| 1814 | 28/10/74 | Economy in the use of stationery and office supplies | See also ST/IC/88/18 and ST/IC/1992/76 |
| 1867 | 29/5/75 | Changes in health insurance arrangements | Paras. 1 and 4 only |
| 1872 | 13/6/75 | Library services: The New York Times Information Bank | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/ADM/SER.A/ | | | |
| 1932 | 3/2/76 | Circulation of newspapers | |
| 1938 | 5/2/76 | Adjustment of mid-month salary advances | |
| 1950 | 29/3/76 | Index to administrative issuances | See ST/AI/218/Rev.16 and Add.1 |
| ST/IC/ | | | |
| 77/30 | 22/6/77 | Special envelopes for delivery of cables | |
| 78/22 | 4/4/78 | Increased cost of telephone services | |
| 78/38 | 12/6/78 | Group life insurance: changes in coverage | See also ST/IC/89/70 and ST/IC/1992/32 |
| 78/43 | 30/6/78 | United Nations Bibliographical Information System (UNBIS) | |
| 78/53 | 24/8/78 | Employment of family members on G-4 visas | See also ST/AI/294; ST/IC/89/13 |
| 79/10 | 24/1/79 | Unauthorized absence | |
| 80/55 | 4/8/80 | Vehicle service station | |
| 80/75 | 13/10/80 | New York Telephone Company: change in procedure for dialling telephone calls | See also ST/IC/84/90 |
| 81/38 | 29/4/81 | Care of valuables and confidential material | See also ST/SGB/272; ST/AI/341 |
| 81/47 | 14/5/81 | Staff representation activities | |
| 81/64 | 10/9/81 | Change of zip code for Post Office Box 20 address | |
| 82/7 | 3/2/82 | Internal recourse procedures in the United Nations Secretariat | See also ST/IC/88/10 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 82/13 | 26/2/82 | Standards of conduct | See also ST/SGB/179; ST/ADM/SER.A/277 and ST/IC/89/2 |
| 82/48 | 1/7/82 | Dependency allowances | See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1; ST/IC/1990/35, ST/IC/1993/4 and ST/IC/1994/16 and Add.1 |
| 82/77/Rev.1 | 11/1/83 | Abolition of confidential files | See also ST/AI/292; ST/IC/88/19 |
| 83/9 | 25/2/83 | New status of the United Nations Institute for Disarmament Research | |
| 83/13 | 10/3/83 | Spouse allowance for staff in the General Service and related categories in New York | |
| 83/21 | 18/4/83 | Personnel directives | |
| 83/21/Add.1 | 1/3/84 | | |
| 83/21/Add.2 | 23/7/84 | | |
| 83/21/Add.3 | 24/10/84 | | |
| 83/21/Add.4 | 27/7/88 | | |
| 83/21/Add.5 | 5/8/88 | | |
| 83/21/Add.6 | 13/12/88 | | |
| 83/21/Add.7 | 14/4/89 | | |
| 83/21/Add.8 | 4/5/89 | | |
| 83/21/Add.9 | 25/5/89 | | |
| 83/21/Add.10 | 13/6/89 | | |
| 83/21/Add.11 | 25/9/90 | | |
| 83/21/Add.12 | 5/10/90 | | |
| 83/21/Add.13 | 26/10/90 | | |
| 83/21/Add.14 | 9/1/91 | | |
| 83/21/Add.15 | 14/5/91 | | |
| 83/21/Add.16 | 7/4/92 | | |
| 83/21/Add.17 | 3/11/92 | | |
| 83/21/Add.18 | 23/4/93 | | |
| 83/21/Add.19 | 25/7/94 | | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 83/50 | 22/7/83 | Catering services: Joint Catering Advisory Committee | See also ST/IC/86/16, ST/IC/1991/47 (para. 2 only) and ST/IC/1993/47 |
| 83/61/Rev.1 | 27/9/83 | Garage access | See also ST/IC/86/7 and ST/IC/88/2 |
| 83/83 | 20/12/83 | Unauthorized use of diplomatic plates by Secretariat officials | |
| 84/4 | 19/1/84 | Changes in the Headquarters medical and dental insurance plans | |
| 84/10 | 26/1/84 | Staff members who are not United States nationals but receive investment income from United States sources | See also ST/IC/84/74 |
| 84/12 | 1/2/84 | United Nations garage: increased parking rates | Delegations only |
| 84/18<br>84/18/Amend.1 | 2/3/84<br>12/7/89 | Guidelines for work with visual display units | |
| 84/33 | 5/6/84 | Safeguarding of United Nations keys | |
| 84/46 | 21/6/84 | Payroll deduction for personal cheques returned by banks | |
| 84/59 | 27/8/84 | Use of automated elevators | |
| 84/65 | 18/9/84 | Travel advance payments | See also ST/AI/381 |
| 84/74 | 24/10/84 | Changes in United States tax legislation concerning individuals in the United States who are not United States nationals | See also ST/IC/84/10 and ST/IC/1991/39 |
| 84/80 | 3/12/84 | Payment of income taxes | See also ST/IC/87/64 |
| 84/85 | 11/12/84 | Delivery and picking up of packages | See also ST/AI/387; ST/IC/89/50 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 84/86 | 11/12/84 | Credit policy for use of the Delegates Dining Room and related catering services | |
| 84/90 | 21/12/84 | Change in telephone dialling procedures: New York City area codes | See also ST/IC/80/75 |
| 84/91 | 28/12/84 | Security arrangements | See also ST/AI/387 |
| 85/18 | 4/4/85 | Standard of accommodation | See also ST/IC/88/6 |
| 85/37 | 29/7/85 | United Nations garage: applications for second review | See also ST/IC/86/14 and Add.1 |
| 85/39 | 23/7/85 | Staff incentive programme: objectives and composition of the Staff Incentive Review Committee | See also ST/AI/320 and Add.1 and Add.1/Corr.1-2 |
| 85/42 | 13/8/85 | Smoking in conference rooms and offices | See also ST/IC/87/18 and ST/IC/87/54 |
| 85/44 | 22/8/85 | United Nations Secretariat buildings environmental conditions | |
| 85/48 | 12/9/85 | Host country travel regulations | See also ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 85/65 | 18/11/85 | United Nations garage: membership of the Garage Review Board | See also ST/IC/86/14 and Add.1 |
| 85/74<br>85/74/Corr.1 | 17/12/85<br>24/12/85 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 85/76 | 20/12/85 | Host country travel regulations: private travel by staff members in the United States | See above |
| 86/4 | 14/1/86 | Official travel of United Nations staff members in the United States | See above |
| 86/7 | 24/1/86 | Closure of the United Nations service drive | See also ST/IC/83/61/Rev.1 and ST/IC/88/2 |
| 86/14<br>86/14/Add.1 | 11/3/86<br>17/3/86 | United Nations garage: report and recommendations of the Garage Review Board on its second review | See also ST/SGB/192; ST/AI/349; ST/IC/85/65 and ST/IC/1994/4 |
| 86/16 | 13/3/86 | New catering arrangements | See also ST/IC/83/50, ST/IC/1991/47 (para. 2 only) and ST/IC/1993/47 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 86/17 | 13/3/86 | Financial crisis of the United Nations | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68 |
| 86/20 | 26/3/86 | Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme | |
| 86/21 | 2/4/86 | After-school recreation and study programme for United Nations children | Paras. 3 and 7 only. See also ST/IC/1994/32 |
| 86/26 | 28/4/86 | Education grant questionnaire | |
| 86/28 | 6/5/86 | Relocation of the Pass and Identification Unit Office | |
| 86/33 | 23/5/86 | Parking of motorcycles and bicycles | See also ST/AI/349; ST/IC/1994/4 |
| 86/43 | 18/8/86 | Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations | See also ST/AI/336; ST/IC/87/63 |
| 86/44 | 15/9/86 | Medical scheme for staff appointed under the 300 series of the Staff Rules | |
| 86/49 | 18/9/86 | United Nations garage: increased parking rates | Para. 2 only. See ST/IC/1994/4 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 86/52 | 10/10/86 | Career development and placement of staff | See also ST/SGB/166 and ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1 |
| 86/61 | 18/11/86 | Transmission of official United Nations cables | See also ST/ADM/SER.A/1636 |
| 86/62 | 24/11/86 | Career development plan for the General Service and related categories in New York | See also ST/SGB/166 and ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1 |
| 86/72 | 29/12/86 | Age limitation on the participation of dependent children in United Nations health insurance schemes | |
| 87/16 | 30/3/87 | United States Immigration Reform and Control Act of 1986 | See also ST/IC/89/7 |
| 87/16/Corr.1 | 3/4/87 | | |
| 87/18 | 30/3/87 | Questionnaire on smoking on United Nations premises | See also ST/IC/85/42 and ST/IC/87/54 |
| 87/27 (English only) | 27/5/87 | Information on United Nations staff members and members of their household requested by the United States Mission | |
| 87/27/Add.1 (English only) | 30/7/87 | | |
| 87/29 | 26/5/87 | New telephone system | |
| 87/33 | 19/6/87 | Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters | See also ST/AI/343 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 87/42 | 30/7/87 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 87/46 | 27/8/87 | Introduction of a long-service step in the salary scales for staff in the General Service and related categories at Headquarters | See also ST/IC/1993/52 and Corr.1 and Add.1 |
| 87/54 | 26/10/87 | Smoking in conference rooms and offices | See also ST/IC/85/42 and ST/IC/87/18 |
| 87/63 | 24/12/87 | Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Inter-governmental Experts | See also ST/AI/336; ST/IC/86/43 |
| 87/64 | 23/12/87 | Confirmation of tax return information | See also ST/IC/84/80 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 87/67 | 30/12/87 | Deferment of increases due in 1986 for staff in the General service and related categories at eight main duty stations | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68 |
| 87/67/Corr.1 | 14/1/88 | | |
| 88/2 | 4/1/88 | Access to the Secretariat building and the United Nations garage | See also ST/IC/83/61/Rev.1 and ST/IC/86/7 |
| 88/6 | 3/2/88 | Standard of accommodation | See also ST/IC/85/18 |
| 88/10 | 1/3/88 | Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme | See also ST/AI/371 and ST/IC/1992/65 |
| 88/11 | 1/3/88 | Membership of the Panel of Counsel | See also ST/AI/351 and ST/IC/1991/35 |
| 88/14 | 10/3/88 | Secretary of the Joint Disciplinary Committee | See also ST/IC/1992/65 |
| 88/18 | 29/3/88 | Office paper recycling programme in the Secretariat building | See also ST/IC/1992/76 and ST/IC/1994/13 |
| 88/19 | 4/4/88 | Consolidation of personnel records into the official status files | See also ST/AI/292; ST/IC/82/77/Rev.1 |
| 88/55 | 22/9/88 | Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421 | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 88/57 | 27/9/88 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 89/2 | 5/1/89 | Conduct of staff members | |
| 89/7 | 17/1/89 | United States Immigration Technical Corrections Act of 1988 | See also ST/IC/87/16 and Corr.1 |
| 89/10 | 1/2/89 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 89/13 | 14/2/89 | Employment of persons on G-4 visas | See also ST/AI/294; ST/IC/78/53 |
| 89/21 | 27/3/89 | Measures taken to improve messenger services: institution of messenger unit zoning system | |
| 89/22 | 28/3/89 | Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality | |
| 89/23/Rev.1 | 1/6/93 | Second floor of General Assembly and Conference buildings as a restricted area | |
| 89/24 | 28/3/89 | Records management services | See also ST/SGB/242 |
| 89/25 | 11/4/89 | Consideration of family members for employment in the General Service category in New York | |
| 89/34 | 16/5/89 | Conservation of electric power and steam at Headquarters | See also ST/AI/323 |
| 89/50 | 2/8/89 | Delivery of personal packages, mail and periodicals to United Nations premises | See also ST/AI/387; ST/IC/84/85 |
| 89/70 | 20/11/89 | Group life insurance: premium rate reduction | See also ST/IC/78/38 and ST/IC/1992/32 |
| 1990/8 | 16/1/90 | Virus alert: how to prevent microcomputer viruses | See also ST/IC/1992/14 |
| 1990/13<br>1990/13/Amend.3 | 19/3/90<br>11/6/93 | Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel | See also ST/AI/257 and ST/AI/249/Rev.3 and Amend.2 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/14 | 14/2/90 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1990/16 | 16/2/90 | Host country travel regulations | See above |
| 1990/27 | 18/4/90 | Direct deposit of salary | |
| 1990/34 | 21/5/90 | Host country travel regulations | See above |
| 1990/35 | 23/5/90 | (a) Revised salary scales for staff in the Trades and Crafts and Security Service categories; (b) Revised dependency allowances for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters | Paras. 5-6 only. See ST/IC/1993/52 and Corr.1 and Add.1. See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1; ST/IC/1994/16 and Add.1 |
| 1990/37 | 24/5/90 | Implementation of the mobility and hardship allowance | See also ST/AI/363 and Corr.1 and Add.1-2 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/48 | 12/7/90 | (a) Salary scales for staff in the General Service and Public Information Assistant categories at Headquarters; (b) Interim salary adjustment procedure for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/66 (para. 4 only) and ST/IC/1993/52 and Corr.1 and Add.1 |
| 1990/63 | 30/8/90 | Language allowance for staff in the Trades and Crafts category at Headquarters | |
| 1990/66 | 21/9/90 | Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | Para. 4 only. See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/48 and ST/IC/1993/52 and Corr.1 and Add.1 |
| 1990/67 | 11/10/90 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1990/74 | 7/11/90 | Host country travel regulations | See above |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1990/79 | 29/11/90 | Meditation Room located in the visitors' lobby of the General Assembly building | |
| 1991/3 | 16/1/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1991/4 | 30/1/91 | Software products for microcomputers | See also ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8 |
| 1991/12 | 15/2/91 | Travel and shipping restrictions | |
| 1991/18 | 12/3/91 | Operating system software to be used on personal computer local area networks | See also ST/AI/386 |
| 1991/35 | 16/5/91 | Membership of the Panels of Counsel | See also ST/AI/351 and ST/IC/88/11 |
| 1991/36 | 23/5/91 | International education for children of United Nations staff at Headquarters: United Nations International School | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1991/39 | 3/6/91 | Significant changes in United States estate tax and their possible effect on non-United States citizen staff members | |
| 1991/47 | 8/8/91 | Catering services | Para. 2 only. See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1993/47 |
| 1991/48 | 15/8/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1991/55 | 25/9/91 | Survey of housing and domestic service for calculation of post adjustment | See also ST/IC/1994/7 |
| 1991/57 | 14/10/91 | Service calls for office equipment | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1991/67 | 25/11/91 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1991/71<br>1991/71/Add.1 | 13/12/91<br>21/1/92 | Claims Board | See also ST/SGB/Organization, Annex I/Amend.2; ST/AI/149/Rev.4 |
| 1992/2 | 10/1/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1992/14 | 28/2/92 | Computer virus alert | See also ST/IC/1990/8 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/18 | 6/3/92 | Separation payments for staff in the Professional and higher categories | |
| 1992/26 | 10/4/92 | Staffing of peace-keeping missions | See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/1993/23 |
| 1992/32 | 8/5/92 | Group life insurance - waiver of automatic increase | |
| 1992/33 | 13/5/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1992/35 | 28/5/92 | Composition of the Panel on Discrimination and Other Grievances at Headquarters | See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1993/8 |
| 1992/40 | 8/6/92 | Threshold percentage for the purpose of calculating rental subsidies | See also ST/AI/350 and Amends.1-2 |
| 1992/42 | 26/6/92 | Security measures to be implemented at the United Nations Headquarters complex | See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/80 and ST/IC/1993/20 and Amend.1 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 1992/43 | 26/6/92 | Change of direction of escalators between the first basement and the fourth floor | |
| 1992/50 | 14/9/92 | Computer training | See also ST/AI/355 |
| 1992/51 | 3/9/92 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5 |
| 1992/58 | 9/10/92 | Host country travel regulations | See above |
| 1992/65 | 30/10/92 | Joint Disciplinary Committee | See also ST/AI/371; ST/IC/88/10 and ST/IC/88/14 |
| 1992/66<br>1992/66/Amend.1 | 30/10/92<br>14/12/92 | Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions | See also ST/SGB/269 |
| 1992/67 | 29/10/92 | Guidelines for promoting equal treatment of men and women in the Secretariat | See also ST/SGB/154 and ST/SGB/253; ST/AI/379 |
| 1992/68<br>1992/68/Add.1 | 2/11/92<br>19/5/94 | North garden construction project | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1992/74 | 16/11/92 | December mid-month salary advance | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1993/48 and ST/IC/1993/68 |
| 1992/76 | 20/11/92 | Recycling programme at Headquarters | See also ST/IC/88/18 and ST/IC/1994/13 |
| 1992/79 | 4/12/92 | Repair work in the United Nations garage | |
| 1992/80 | 11/12/92 | Card access control system at Headquarters | See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/42 and ST/IC/1993/20 and Amend.1 |
| 1993/4 | 21/1/93 | Dependency allowances for staff in the Professional and higher categories and in the Field Service category | See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1 |
| 1993/5 | 21/1/93 | Payment of income taxes (1992) | See also ST/IC/1994/2 |
| 1993/7 | 28/1/93 | Host country travel regulations | See also ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48; ST/IC/1991/67; ST/IC/1992/2; ST/IC/1992/33; ST/IC/1992/51, ST/IC/1992/58 and ST/IC/1994/5 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1993/8 | 28/1/93 | Report on the work of the Panel on Discrimination and Other Grievances | See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1992/35 |
| 1993/14/Add.1 | 13/1/94 | The 1992 Security and Safety Service (Security Service Category) promotion register S-7, S-6, S-5, S-4 and S-3 levels | |
| 1993/18 | 25/3/93 | Membership of the Health and Life Insurance Committee | |
| 1993/20<br>1993/20/Amend.1 | 30/3/93<br>15/4/93 | Card access control system at Headquarters | See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/42 and ST/IC/1992/80 |
| 1993/21 | 31/3/93 | Property management | See also ST/AI/97/Rev.2 and ST/AI/374 |
| 1993/23 | 5/4/93 | Missions roster | See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/1992/26 |
| 1993/25/Add.2 | 21/12/93 | The 1992 General Service promotion register - G-6 level | |
| 1993/26/Add.2 | 21/12/93 | The 1992 General Service promotion register - G-5 level | |
| 1993/27/Amend.1 | 29/11/93 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 1993, and annual enrolment campaign, 3-11 June 1993 | Superseded by ST/IC/1994/25 |
| 1993/29/Add.2 | 21/12/93 | The 1992 General Service promotion register - G-7 level | |
| 1993/33 | 14/6/93 | Appointments, promotions and other staff changes | 1 January - 31 March 1993 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1993/34/Add.2 | 22/11/93 | The 1992 Principal Officer (D-1) promotion register | |
| 1993/35/Add.2 | 22/11/93 | The 1992 Senior Officer (P-5) promotion register | |
| 1993/36 | 6/7/93 | Diplomatic pouch automated voice information system | See also ST/AI/368 |
| 1993/37/Add.1 | 7/12/93 | The 1992 Second Officer (P-3) promotion register | |
| 1993/38/Add.1 | 7/12/93 | The 1992 First Officer (P-4) promotion register | |
| 1993/40 | 22/7/93 | Membership of the 1993 Field Service Promotion Review Panel | See also ST/IC/1993/43 and Add.1 |
| 1993/42<br>1993/42/Corr.1<br>1993/42/Add.1 | 10/8/93<br>7/12/93<br>20/9/93 | 1994 competitive examination for Arabic proof-readers | |
| 1993/43<br>1993/43/Add.1 | 24/8/93<br>19/1/94 | The 1993 Field Service promotion register | See also ST/IC/1993/40 |
| 1993/45 | 31/8/93 | Official travel agency at Headquarters | |
| 1993/47 | 2/9/93 | Catering services | See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1991/47 (para. 2 only) |
| 1993/48 | 3/9/93 | Financial situation of the Organization | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74 and ST/IC/1993/68 |
| 1993/51 | 17/9/93 | Membership of the Classification Appeals and Review Committee for posts in the Professional category | See also ST/AI/277 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ | | | |
| 1993/52 | 20/9/93 | Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters | See also ST/IC/1990/35 (paras.5-6 only), ST/IC/1990/48, ST/IC/1990/66 (para. 4 only) and ST/IC/1994/17 |
| 1993/52/Corr.1 | 27/1/94 | | |
| 1993/52/Add.1 | 12/10/93 | | |
| 1993/53 | 21/9/93 | Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters | See also ST/IC/1994/38 |
| 1993/60 | 3/11/93 | Post adjustment classification for New York | Superseded by ST/IC/1994/12 |
| 1993/61 | 8/11/93 | Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category | |
| 1993/62 | 10/11/93 | 1994 competitive examination for French editors | |
| 1993/63 | 23/11/93 | After-school recreation and study programme for United Nations children | Superseded by ST/IC/1994/32 |
| 1993/64 | 24/11/93 | Language proficiency examinations | See also ST/AI/207; ST/IC/1994/14 and ST/IC/1994/26 |
| 1993/65 | 29/11/93 | Van Breda medical, hospital and dental insurance | |
| 1993/66 | 2/12/93 | Placement and promotion | See also ST/SGB/267; ST/AI/390 and Corr.1 |
| 1993/66/Corr.1 | 2/2/94 | | |
| 1993/66/Corr.2 | 8/8/94 | | |
| 1993/66/Add.1 | 2/12/93 | | |
| 1993/67 | 3/12/93 | Official holidays and closure of Headquarters buildings to the public | See also ST/AI/283 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1993/68 | 7/12/93 | December mid-month salary advance | See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74 and ST/IC/1993/48 |
| 1993/69 | 15/12/93 | United Nations/Academic Council on the United Nations System sabbatical leave programme for the academic year 1994/95 | |
| 1994/1 | 13/1/94 | Telephone voice mail - installation of a new system | |
| 1994/2 | 14/1/94 | Payment of income taxes (1993/1994) | See also ST/IC/84/80 and ST/IC/87/64 |
| 1994/3 | 21/1/94 | First day of issue: "International Year of the Family - 1994" stamps and souvenir cards | |
| 1994/4 | 27/1/94 | United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits | See also ST/SGB/192; ST/AI/349; ST/IC/86/49 (para. 2) |
| 1994/5 | 27/1/94 | Host country travel regulations | See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58 and ST/IC/1993/7 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1994/6 | 16/2/94 | Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category | See also ST/IC/1994/12 |
| 1994/7 | 17/2/94 | Survey of out-of-area expenditures for post adjustment calculation | See also ST/IC/1991/55 |
| 1994/8 | 22/2/94 | Absence from work on Friday, 11 February 1994 | See also ST/AI/260 |
| 1994/9 | 28/2/94 | 1994 competitive examination for Arabic interpreters | |
| 1994/10 | 28/2/94 | International Women's Day | |
| 1994/11 | 7/3/94 | First day of issue: 1994 endangered species series | |
| 1994/12 | 10/3/94 | Post adjustment multiplier for New York | See also ST/IC/1994/6 |
| 1994/13 | 14/3/94 | Return of United Nations documents and publications | See also ST/IC/1992/76 |
| 1994/14 | 24/3/94 | Language proficiency examinations | See also ST/AI/207; ST/IC/1993/64 and ST/IC/1994/26 |
| 1994/15 | 19/4/94 | Pensionable remuneration of staff in the General Service and related categories | See also ST/IC/1994/17 |
| 1994/16<br>1994/16/Add.1 | 4/5/94<br>30/8/94 | Status report, request for payment of dependency benefits and housing assistance information | See also ST/AI/278/Rev.1 |
| 1994/17 | 25/4/94 | Revised format of salary scales of locally recruited staff | See also ST/IC/1994/15 |
| 1994/18 | 18/4/94 | First day of issue: "Protection for refugees" stamps and definitive stamps | |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1994/19 | 18/4/94 | 1994 competitive examination for Spanish translators/ precis-writers | |
| 1994/20 | 18/4/94 | 1994 competitive examination for Spanish interpreters | |
| 1994/21 | 21/4/94 | Membership of the New York General Service Classification Appeals and Review Committee | See also ST/AI/358 and Amend.1 |
| 1994/22 | 11/7/94 | 1994 competitive examination for editorial assistants and language reference assistants | |
| 1994/23 | 4/5/94 | Membership of the Working Group of the Technological Innovations Board | See also ST/SGB/245 |
| 1994/24 | 10/5/94 | First day of issue: "International Decade for Natural Disaster Reduction" stamps and maximum card | |
| 1994/25 | 23/5/94 | Renewal of the Headquarters medical and dental insurance plans effective 1 July 1994, and annual enrolment campaign, 6-10 June 1994 | See annex X of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries |
| 1994/26 | 31/5/94 | Language and communication skills training - academic year 1994/95 | See also ST/AI/207; ST/IC/1993/64 and ST/IC/1994/14 |
| 1994/27 | 1/6/94 | Joint Appeals Board | |
| 1994/28 | 20/6/94 | Electronic mail - automatic message deletion | |
| 1994/29 | 21/6/94 | 1994 competitive examination for German translators/precis writers | |
| 1994/30 | 22/6/94 | Access to premises during closure of First Avenue | See also ST/IC/1994/42 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1994/31 | 29/6/94 | Fireworks display on Monday, 4 July 1994 | |
| 1994/32 | 11/7/94 | After-school recreation and study programme for United Nations children | Supersedes ST/IC/1993/63 |
| 1994/33 | 5/8/94 | Arrangements for admission to premises, catering facilities and commercial operations for the forty-ninth session of the General Assembly | See also ST/AI/387; ST/IC/1994/42 |
| 1994/34 | 8/8/94 | First day of issue: "Population and Development" stamps and souvenir card and definitive stamps | |
| 1994/35 | 5/8/94 | United Nations Staff Relief Committee for Refugees from Rwanda | |
| 1994/36 | 11/8/94 | Working hours | |
| 1994/37 | 17/8/94 | Membership of the Joint Advisory Committee at Headquarters | See also ST/SGB/200/Rev.1 |
| 1994/38 | 30/8/94 | Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters | See also ST/IC/1993/53 |
| 1994/39 | 12/9/94 | Staff day 1994 | |
| 1994/40 | 21/9/94 | Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee | |
| 1994/41<br>1994/41/Amend.1 | 21/9/94<br>31/10/94 | Membership of the Appointment and Promotion Panel | |
| 1994/42 | 22/9/94 | Access to premises during closure of First Avenue | See also ST/IC/1994/33 |

| Symbol | Date issued | Subject | Remarks |
|---|---|---|---|
| ST/IC/ 1994/43 | 13/10/94 | First day of issue: "Development through Partnership" stamps | |
| 1994/44 | 21/10/94 | Time off for voting on United States election day | |